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# Chapter 1

## User Guide Overview

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The ParishE-File.com User Guide is designed to help you manage returns, Tax ID registrations, updated taxpayer information, and payments online.

This guide provides information on using all available ParishE-File.com tools and options.

## Using the User Guide

The User Guide is organized into sections that describe tasks you may need to complete. To use the guide most effectively, refer to it with a specific task in mind. Then consult the table of contents to locate the section of this guide that contains information on the topic.

The User Guide can also be used to supplement a training workshop. If you have attended a ParishE-File.com training workshop, you have received a training workbook. Topics in the workbook have assigned page numbers that correspond to the page numbers in this guide.

Some sections will reference information in other sections. Cross-references are styled like this: “See **Example**.” The name of the section is bold. Use the **Contents** table to find the referenced section.

## Additional Information Resources

In addition to this guide, other information resources are available:

### Websites

The following websites can help answer questions you may have:

- [www.parishe-file.revenue.louisiana.gov/faq.aspx](http://www.parishe-file.revenue.louisiana.gov/faq.aspx) offers answers to frequently asked questions.
- [www.parishe-file.revenue.louisiana.gov/lookup/lookup.aspx](http://www.parishe-file.revenue.louisiana.gov/lookup/lookup.aspx) offers contact information and rate information for parishes in Louisiana.

### Email

You can contact RAMware directly by sending email to:

- [parishefile@la.gov](mailto:parishefile@la.gov) for general comments and questions; for technical questions, requests or suggestions; and for technical support.

Or:



On ParishE-File.com. Place your mouse-pointer over **Support** on the menu bar. Select **Email Us** from the drop-down menu. An **Email Tech Support** screen appears. Type in the fields. Click **Submit** when you are finished.

The screenshot shows a web form titled "Email Tech Support" in red text. Below the title, it says "Please complete as much of the information below as possible. All fields must be filled in." The form contains several input fields: "Name:", "Company:", "Email:", and "Phone:". Below these is a large text area for "Describe your problem: (Please provide as much detail as possible including any error messages, technical information, version number, etc.)". At the bottom right of the form is a "Submit" button.

## Telephone/Fax

You can contact RAMware directly by calling:

**Local:** 225-215-0100

**Toll Free:** 1-800-227-7059

Or by faxing:

**Fax:** 225-215-0090

## Lookup

1. On the ParishE-File.com homepage, click **Lookup** on the menu bar.

The screenshot shows a web form for looking up information. At the top, there are three search options: "Returns Search:" with a drop-down menu and a "Reset" button, "Zip Code Search:" with a text field and a "Go" button, and "City Search:" with a drop-down menu and "Print" and "Print All Rates" buttons. Below these is a section titled "Contact Information:" with fields for "Name:", "Agency:", "Address:", "Contact:", "Email:", "Website:", "Phone 1:", "Phone 2:", and "Fax:". At the bottom is a section titled "Rate Information:" with a "Filing Period:" drop-down menu.

2. Select a **Return** or **City** from the drop-down menus.
3. Or, type a **Zip Code** in the field. Click **Go**.
4. Contact information and rate information for the return, city, or zip code appears.
5. Click the **Print** button to print the displayed page.
6. Select a **Filing Period** from the drop-down menu and click the **Print All Rates** button to print a list of all rates for all returns.



## Chapter 2

# Getting Started Using ParishE-File.com

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ParishE-File.com works best with the following applications on your system:

- A Portable Document Format (PDF) Reader. Install any version of the free program, Adobe Acrobat Reader. This program allows you to view and print PDF files. Details and system requirements for this software can be found at the Adobe website: <http://www.adobe.com/products/acrobat/readstep2.html>
- A web browser such as Internet Explorer Version 6.0 and newer or Mozilla Firefox version 2.0 and newer.
- A desktop email client such as Microsoft Outlook, Microsoft Outlook Express, and others. These programs will automatically create an addressed message when linked from ParishE-File.com

**Note:** The names of other companies, products and services may be the property of their respective owners.

## Starting ParishE-File.com

Start using ParishE-File.com by opening a recommended web browser. Type **www.ParishE-File.com** or **www.ParishE-File.revenue.louisiana.gov** in the browser's address bar. The homepage appears.

**SIMPLE! SECURE! FREE!**

**PARISH E-FILE.COM**

[Home](#) [Lookup](#) [Support](#)

**Sign In**  
Enter your User Name and Password to continue.

User Name

Password

[Log In](#)

**Forgot your password?**  
[Click here.](#)

**Not a member?**  
[Sign up now!](#) Registration is free and it only takes a minute.  
[Practitioner Registration](#) [Click Here](#)

The following Sales and Use Tax Returns are available for filing:

■ Ascension Parish	■ Concordia Parish
■ Assumption Parish	■ East Carroll Parish
■ Caddo Parish	■ LaSalle Parish
■ Calcasieu Parish	■ Rapides Parish
■ Catahoula Parish	■ Tensas Parish



# Using the ParishE-File.com Menu Bar

The menu bar appears at the top of every page on ParishE-File.com. Click directly on a label on the menu bar or place your mouse-pointer over the label to view the drop-down menus.



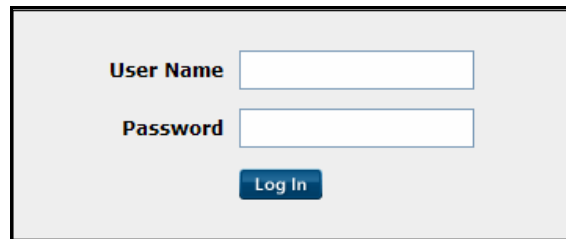
## Setting Up a New Account

Each parish has been assigned a User Name and default Password. The default settings for your account are in the system. See **Logging In-First Time** to log in with your User Name and default Password. See other sections in this manual to customize settings for your account.

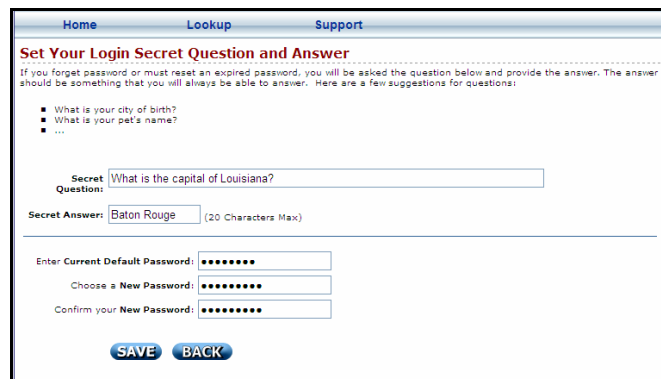
## Logging In – First Time

### ▼ To log in for the first time:

1. In the **User Name** and **Password** fields, type your assigned user name and default password.

A light gray rectangular box with a black border. Inside, the text "User Name" is followed by a white text input field. Below that, the text "Password" is followed by another white text input field. At the bottom center is a blue button with the text "Log In" in white.

2. Click **Log In**. The **Login Secret Question and Answer** page appears.

A screenshot of a web page titled "Set Your Login Secret Question and Answer" in red. It has a blue header bar with "Home", "Lookup", and "Support" links. The page contains a list of suggestions for questions: "What is your city of birth?", "What is your pet's name?", and "...". Below this is a "Secret Question:" label followed by a text input field containing "What is the capital of Louisiana?". Underneath is a "Secret Answer:" label followed by a text input field containing "Baton Rouge" and a "(20 Characters Max)" note. At the bottom, there are three password fields: "Enter Current Default Password:", "Choose a New Password:", and "Confirm your New Password:", each with a masked password field. At the very bottom are two blue buttons: "SAVE" and "BACK".

3. In the **Secret Question** and **Answer** fields, type a secret question and its answer. Choose a secret question whose answer only you will know. If you forget your password or reset an expired password, you will be required to answer this secret question.



4. In the **Current Default Password** field, type the default password you used to log in.
5. In the **New Password** field, type a new password. In the **Confirm New Password** field, type the new password again.

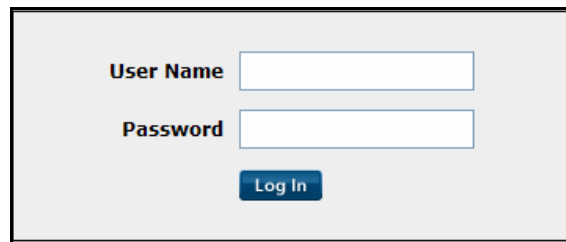
**Note:** Passwords must be at least six characters long, contain at least one number, and contain at least one capitalized letter.

6. Click **Save**.

## Logging In – Second and Subsequent Times

▼ To log in for the second time:

1. In the **User Name** and **Password** fields, type your User Name and new password.



A login form with a light gray background and a black border. It contains two text input fields: the first is labeled "User Name" and the second is labeled "Password". Below the "Password" field is a blue button with the text "Log In" in white.

2. Click **Log In**. The **Downloads** page appears.

## Exiting ParishE-File.com

To end a session on ParishE-File.com, click the red **Log Off** button, located beneath the menu bar.





## Chapter 3

# Managing New Registrations

## Downloading New Registrations

New Registrations appear in the main download table when taxpayers register a new business location and apply for a Tax ID at that location. The system sends you an email each time a taxpayer registers for a Tax ID.

### ▼ To download a new registration:

1. Click **Downloads** on the menu bar. The **Downloads** page appears with the main download table.

The screenshot shows the 'Downloads' page with a navigation bar at the top containing links: Downloads, Account Settings, View Batches, View Returns, Statistics, User Search, and Support. Below the navigation bar, it says 'Signed in as ADMIN' with a 'LOG OFF' button. The main content area features a table with the following data:

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

At the bottom of the table is a button labeled 'Download All Selected Returns'.

2. Click **Receive** next to the New Registration batch you wish to download. The **Registration Data Download** page appears.

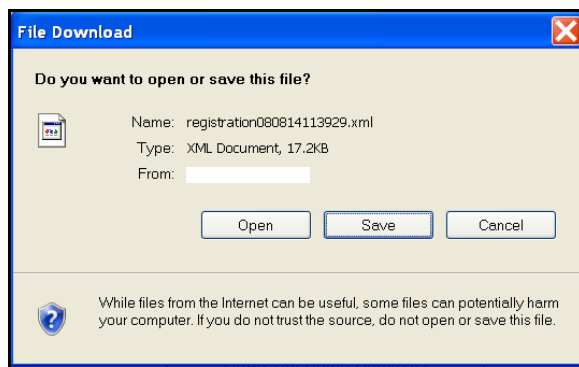
The screenshot shows the 'Registration Data Download (XML)' page. It has a navigation bar at the top with 'Downloads', 'Account Settings', 'View Batches', 'View Returns', 'Statistics', 'User Search', and 'Support'. Below the navigation bar, it says 'Signed in as ADMIN' with a 'LOG OFF' button. The main content area has a heading 'Registration Data Download (XML)' and a message: 'Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.' Below this is a table with the following data:

Name	File Date	Confirmation No.
North Location	8/13/2008 3:17:00 PM	71ITMGXU
South Location	8/13/2008 3:33:00 PM	M10PG3UV
West Location	8/13/2008 3:34:00 PM	XWEPXLS9
East Location (Closed) (Closed)	8/13/2008 3:34:00 PM	KLO3TCEL

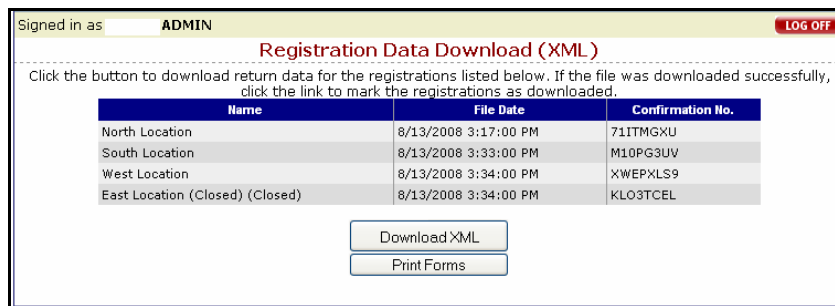
At the bottom of the table are two buttons: 'Download XML' and 'Print Forms'.

3. Click the **Download XML** button. A **File Download** prompt window appears.





4. Click **Save**. Save the file in an accessible and secure location.
5. The **Registration Data Download** page appears.



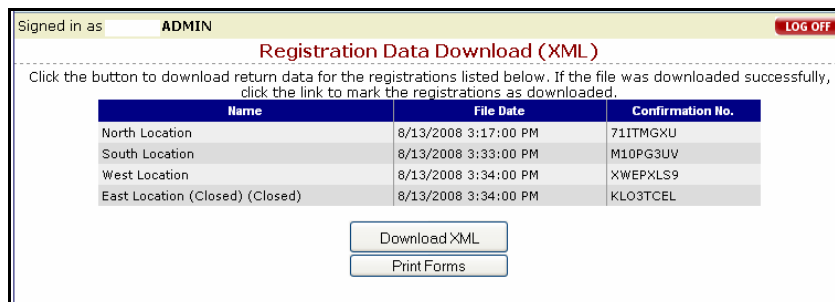
6. See **Printing New Registrations** to print the registration forms in this batch.
7. See **Finishing New Registrations** to finish the registration download and clear the new registrations from the main download table.

## Printing New Registrations

At this time, you must print before you can finish

### ▼ To print a new registration:

1. See **Downloading New Registrations**. After the **Registration Data Download** page appears:



2. On the **Registration Data Download** page, click the **Print Forms** button.
3. A new window appears with PDF copies of the registration forms in the batch.



Mallets Inc. Confirmation No. 711TMGXU

**Parish Sales Tax Application** Date of Application \_\_\_\_\_

1. Reason for applying: A. ☒ Started new business C. ☐ Change of name  
 B. ☐ Purchased going business D. ☐ Opening additional location  
 Name of previous owner \_\_\_\_\_ E. ☐ Merger \_\_\_\_\_  
 Trade Name of previous owner \_\_\_\_\_ F. ☐ Other \_\_\_\_\_  
 Parish account number \_\_\_\_\_

2. A. Legal name \_\_\_\_\_  
 Individual, Partners, or corporation \_\_\_\_\_  
 B. Trade name of business \_\_\_\_\_

3. A. Address for receiving tax forms and correspondence (If same as location, write "Same.") 7117 Florida Blvd Suite 306  
 B. City and state Baton Rouge LA C. ZIP 70806

4. A. Contact Person Salley O'Malley B. Contact Phone Number 225-215-0100  
 C. Fax Number \_\_\_\_\_ D. Email Address \_\_\_\_\_  
 E. Web Site Address \_\_\_\_\_  
 F. Location Of Accounting Records: \_\_\_\_\_

5. Type of organization: A. ☒ Individual B. ☐ Partnership C. ☐ Corporate D. ☐ LLC  
 E. ☐ LLP F. ☐ Governmental G. ☐ Non-Profit H. ☐ Other \_\_\_\_\_

6. If sole owner (individual): Name: Salley O'Malley SSN: 123-45-6789  
 Home address: 7117 Florida Blvd Baton Rouge LA 70806 Telephone: 225-215-0100

7. If Corporation, LLC, LLP, or Partnership: name, title, social security number, home address, and telephone number of officers, members, managers, or partners:  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 SSN: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Home Address: \_\_\_\_\_

8. Agent for service of process: Mr. O'Malley  
 Name, Address, Phone: \_\_\_\_\_

4. Click the printer icon in the upper-left corner of the PDF file viewer or print using your web browser.
5. After you have printed, a new button labeled **Finish** appears on the **Registration Data Download** page. See **Finishing New Registrations**.

Signed in as **ADMIN** LOG OFF

**Registration Data Download (XML)**

Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.

Name	File Date	Confirmation No.
North Location	8/13/2008 3:17:00 PM	711TMGXU
South Location	8/13/2008 3:33:00 PM	M10PG3UV
West Location	8/13/2008 3:34:00 PM	XWEPXLS9
East Location (Closed) (Closed)	8/13/2008 3:34:00 PM	KLO3TCEL

[Download XML](#)  
[Print Forms](#)  
[Finish](#)



# Finishing New Registrations

At this time, you must print before you can finish

▼ To finish a new registration:

1. See **Printing New Registrations**. After you have printed new registrations:
2. On the **Registration Data Download** page, click the **Finish** button.

Signed in as **ADMIN** LOG OFF

**Registration Data Download (XML)**

Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.

Name	File Date	Confirmation No.
North Location	8/13/2008 3:17:00 PM	711TMGXU
South Location	8/13/2008 3:33:00 PM	M10PG3UV
West Location	8/13/2008 3:34:00 PM	XWEPXLS9
East Location (Closed) (Closed)	8/13/2008 3:34:00 PM	KLO3TCEL

[Download XML](#)

[Print Forms](#)

[Finish](#)

3. The **Downloads** page appears with the main download table. The registration batch you printed and finished no longer appears in the table.

Signed in as **ADMIN** LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	None	1 (Receive)
<input type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
	<b>Parish Sales Tax</b>		
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85



## Chapter 4

# Managing Change Notifications

## Downloading Change Notifications

Change Notifications appear in the main download table when taxpayers make changes to their company, business location, or contact information. The system sends you an email each night, notifying you of the number of changes made in the previous day.

### ▼ To download a change notification:

1. Click **Downloads** on the menu bar. The **Downloads** page appears with the main download table.

The screenshot shows the 'Downloads' page with a navigation bar at the top containing 'Downloads', 'Account Settings', 'View Batches', 'View Returns', 'Statistics', 'User Search', and 'Support'. Below the navigation bar, it says 'Signed in as ADMIN' and has a 'LOG OFF' button. The main content area features a table with the following data:

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

At the bottom of the table is a button labeled 'Download All Selected Returns'.

2. Click **Receive** next to the Change Notification batch you wish to download. The **Registration Data Download** page appears.

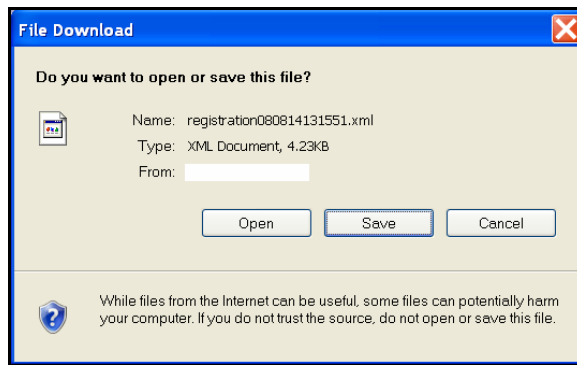
The screenshot shows the 'Registration Data Download (XML)' page. It has a navigation bar at the top with 'Downloads', 'Account Settings', 'View Batches', 'View Returns', 'Statistics', 'User Search', and 'Support'. Below the navigation bar, it says 'Signed in as ADMIN' and has a 'LOG OFF' button. The main content area has the title 'Registration Data Download (XML)' and a message: 'Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.' Below this is a table with the following data:

Name	File Date	Confirmation No.
Ramware	8/14/2008 9:37:00 AM	PIBX81KJ

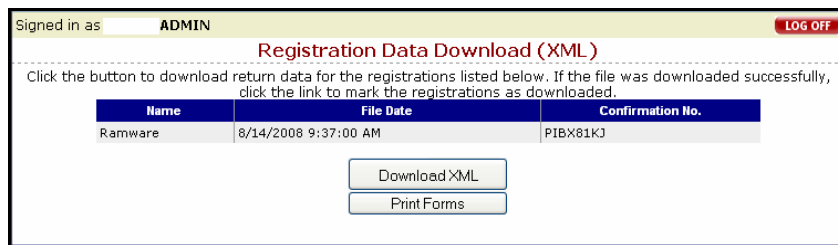
Below the table are two buttons: 'Download XML' and 'Print Forms'.

3. Click the **Download XML** button. A **File Download** prompt window appears.





4. Click **Save**. Save the file in an accessible and secure location.
5. The **Registration Data Download** page appears.



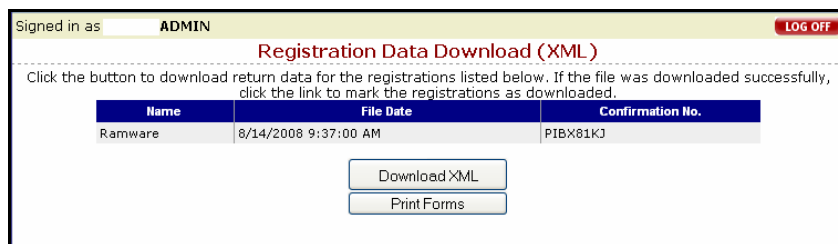
6. See **Printing Change Notifications** to print the notification forms in this batch.
7. See **Finishing Change Notifications** to finish the notification download and clear the change notifications from the main download table.

## Printing Change Notifications

At this time, you must print before you can finish

### ▼ To print a change notification:

1. See **Downloading Change Notifications**. After the Registration Data Download page appears:



2. On the **Registration Data Download** page, click the **Print Forms** button.
3. A new window appears with PDF file copies of the notification forms in the batch.



Test	Confirmation No. PIBX81KJ
<b>Parish Sales Tax Application</b>	
Date of Application _____	
1. Reason for applying:          A <input type="checkbox"/> Started new business          C <input type="checkbox"/> Change of name B <input type="checkbox"/> Purchased going business          D <input type="checkbox"/> Opening additional location Name of previous owner _____          E <input type="checkbox"/> Merger _____ Trade Name of previous owner _____          F <input checked="" type="checkbox"/> Other <u>Changes</u> _____ Parish account number _____	
2. A Legal name _____ Individual, Partners, or corporation B Trade name of business _____	
3. A Address for receiving tax forms and correspondence _____ (if same as location, write "Same.") 123 Testingway B City and state <u>Baton Rouge LA</u> C ZIP <u>70808</u>	
4. A Contact Person <u>Test Test</u> B Contact Phone Number <u>504-234-7625</u> C Fax Number <u>504-234-7625</u> D Email Address <u>craig@salestaxonline.com</u> E Web Site Address _____ F Location Of Accounting Records: _____	
5. Type of organization:          A <input checked="" type="checkbox"/> Individual          B <input type="checkbox"/> Partnership          C <input type="checkbox"/> Corporatio          D <input type="checkbox"/> LLC E <input type="checkbox"/> LLP          F <input type="checkbox"/> Governmental          G <input type="checkbox"/> Non - Profit          H <input type="checkbox"/> Other _____	
6. If sole owner (Individual): Name <u>Rick</u> SSN <u>444-44-4444</u> Home address <u>123 Testing Way</u> <u>Baton Rouge</u> <u>La</u> <u>70808</u> Telephone <u>504-234-7625</u>	
7. If Corporation, LLC, LLP, or Partnership: name, title, social security number, home address, and telephone number of officers, members, managers, or partners: <div style="display: flex; justify-content: space-between;"> <div>Name: _____</div> <div>Title: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>SSN: _____</div> <div>Telephone: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Home Address: _____</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name: _____</div> <div>Title: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>SSN: _____</div> <div>Telephone: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Home Address: _____</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name: _____</div> <div>Title: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>SSN: _____</div> <div>Telephone: _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Home Address: _____</div> <div></div> </div>	
8. Agent for service of process: <u>asdf</u> Name, Address, Phone: _____	

4. Click the printer icon in the upper-left corner of the PDF file viewer or print using your web browser.
5. After you have printed, a new button labeled **Finish** appears on the **Registration Data Download** page. See **Finishing Change Notifications**.

Signed in as	<b>ADMIN</b>	<b>LOG OFF</b>
<b>Registration Data Download (XML)</b>		
Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.		
Name	File Date	Confirmation No.
Ramware	8/14/2008 9:37:00 AM	PIBX81KJ
<div style="display: flex; justify-content: center; gap: 10px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px 10px;">Download XML</div> <div style="border: 1px solid black; padding: 5px 10px;">Print Forms</div> <div style="border: 1px solid black; padding: 5px 10px;">Finish</div> </div>		



# Finishing Change Notifications

At this time, you must print before you can finish

▼ To finish a change notification:

1. See **Printing Change Notifications**. After you have printed change notifications:
2. On the **Registration Data Download** page, click the **Finish** button.

Signed in as **ADMIN** LOG OFF

**Registration Data Download (XML)**

Click the button to download return data for the registrations listed below. If the file was downloaded successfully, click the link to mark the registrations as downloaded.

Name	File Date	Confirmation No.
Ramware	8/14/2008 9:37:00 AM	PIBX81KJ

[Download XML](#)

[Print Forms](#)

[Finish](#)

3. The **Downloads** page appears with the main download table. The notification batch you printed and finished no longer appears in the table.

Signed in as **ADMIN** LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	None	None
<input type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
	<b>Parish Sales Tax</b>		
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85



# Chapter 5

## Managing Returns and Payments

### Understanding the Main Download Table

The **top table** lists the returns for your parish.

The columns in the top table indicate the:

- **Number of Returns:** the total number of returns ready to be downloaded. This number does not include New Registrations or Change Notifications.
- **Total Amount:** the sum total of ACH Debit payments ready to be downloaded.
- **New Registrations:** the number of taxpayers requesting a Tax ID.
- **Change Notifications:** the number of taxpayers who have updated their company or business location information.

Downloads	Account Settings	View Batches	View Returns	Statistics	User Search	Support
Signed in as <b>ADMIN</b> <span>LOG OFF</span>						
<input checked="" type="checkbox"/>	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications	
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)	
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)	

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

Download All Selected Returns

The **bottom tables** organize the total number of returns into five categories. For each checkbox you click in the top table, a corresponding bottom table will appear.

The columns indicate the category of return, the number of returns in that category and the payment sub-amount in that category.

The rows indicate:

- **Zero Returns:** those with a zero balance.
- **Regular Returns with ACH Debit payments:** those with accompanying taxpayer bank account information. The taxing authority initiates the transaction by withdrawing payment from the taxpayer's bank account.
- **Regular Returns with ACH Credit payments:** those without accompanying taxpayer bank account information. The taxpayer initiates the transaction by depositing payment into the taxing authority's bank account. Taxpayers making ACH



Credit payments are responsible for contacting their taxing authority to obtain bank account information.

- **Other Returns:** those with a Credit/Debit Memo or a Negative Payment Amount.
- **Amended Returns:** those that have been amended. Amended returns remain separate from original returns.

A taxpayer must meet four requirements before filing an amended parish return:

1. The original return must have been filed on ParishE-File.com,
2. The original return must have been filed on time,
3. Line 24 (Credit Memo) must be blank on the original return,
4. Line 24 (Credit Memo) must be blank on the amended return.

## Receiving Returns from One Category

▼ To receive returns from one category:

1. Click **Downloads** on the menu bar. The **Main Download Table** appears.

Downloads	Account Settings	View Batches	View Returns	Statistics	User Search	Support
Signed in as <b>ADMIN</b> <span>LOG OFF</span>						
Name	No. Of Returns	Total Amount	New Registrations	Change Notifications		
<input checked="" type="checkbox"/> Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)		
<input checked="" type="checkbox"/> Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)		

Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>		
<input type="checkbox"/> Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/> Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/> Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/> Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/> Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>		
<input type="checkbox"/> Zero Returns	0	\$ 0.00
<input type="checkbox"/> Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/> Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/> Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/> Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

[Download All Selected Returns](#)

2. In the top table, click the checkboxes next to the return tables you would like to view.
3. In the bottom table, click **Receive** next to the category of returns you wish to receive. The **Return Data Download** page appears.



Signed in as **ADMIN** LOG OFF

### Return Data Download (XML)

Click the button to download return data for the returns listed below. If the file was downloaded successfully, click the link to mark payments as downloaded.

Batch Sum(\$): 0.00

Return ID	File Date	Acct No	Company	Amount	File Period
130079	08/13/2008	Applied For	West Location	0.00	08/2008

**STEP ONE**

[Download Return Data \(XML\)](#) ✓

[View/Print Batch Summary](#)

[View/Print Returns](#)

[Cancel](#)

- OR, in the bottom table, click the checkbox in the row of the category of return you wish to receive. Click **Download All Selected Returns**. The **Return Data Download** page appears.
- To continue, see **Downloading Returns, Step 4**.

## Receiving Returns from Multiple Categories

### ▼ To receive returns from multiple categories:

- Click **Downloads** on the menu bar. The **Main Download Table** appears.

Downloads | Account Settings | View Batches | View Returns | Statistics | User Search | Support

Signed in as **ADMIN** LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

[Download All Selected Returns](#)

- In the top table, click the checkboxes next to the return tables you would like to view.
- In the bottom table, click the checkboxes in the rows of the categories of return you wish to receive.



Signed in as **ADMIN** LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input checked="" type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input checked="" type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input checked="" type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

[Download All Selected Returns](#)

4. Click **Download All Selected Returns**. The **Return Data Download** page appears.

Signed in as **ADMIN** LOG OFF

### Return Data Download (XML)

Click the button to download return data for the returns listed below. If the file was downloaded successfully, click the link to mark payments as downloaded.

**Batch Sum(\$):** 35,027.43

Return ID	File Date	Acct No	Company	Amount	File Period
130077	08/13/2008	Applied For	North Location	311.85	08/2008
130078	08/13/2008	Applied For	South Location	0.00	08/2008
130079	08/13/2008	Applied For	West Location	0.00	08/2008
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008
130081	08/13/2008	12345678	North Location	420.00	08/2008
130082	08/13/2008	12345678	Southwest	3019.50	08/2008
130083	08/13/2008	23456789	Northwest	338.58	08/2008

**STEP ONE**

[Download Return Data \(XML\)](#) ✓

[View/Print Batch Summary](#)

[View/Print Returns](#)

[View/Print Claim For Refund](#)

Effective Date:

**STEP TWO**

[Download ACH Payment File \(NACHA\)](#) ✓

[Cancel](#)

5. To continue, see **Downloading Returns, Step 5**.



## Data File Name Table

This table shows the type of data that a download file contains. When you download batches of registrations or returns, the file name is made up of a name, letters, and numbers. The name is sometimes abbreviated with a letter so a file name can show that it contains multiple types of data.

Type of Data	File Name YY/MM/DD/HH/MM/SS	Type of File
Data for New Registrations or Change Notifications	registration080708163519	.xml
Return Data for Zero Returns (or Z)	zero080708163519	.xml
Return Data for ACH Debit Payments (or R)	returns_R_080708163519	.xml
Return Data for ACH Credit Payments (or C)	credit080708163519	.xml
Return Data for Other Returns/Negative Returns (or O)	returns_O_080708163519	.xml
Return Data for Amended Returns (or A)	returns_A_080708163519	.xml
Payment Data for ACH Debit Payments	nacha080708163519	.web

## Downloading Returns

### ▼ To download a return or batch of returns:

1. Click **Downloads** on the menu bar. The **Main Download Table** appears.

[Downloads](#)
[Account Settings](#)
[View Batches](#)
[View Returns](#)
[Statistics](#)
[User Search](#)
[Support](#)

Signed in as **ADMIN**

LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
Parish Sales Tax			
<input type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
Hotel/Motel Sales Tax			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

Download All Selected Returns

2. In the **top** table, click the checkboxes next to the return tables you wish to view.



- In the **bottom** tables, click the checkboxes in the rows of the categories of return you wish to download.

Signed in as **ADMIN** LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	6	\$ 34,607.43	4 (Receive)	1 (Receive)
<input checked="" type="checkbox"/>	Hotel/Motel Sales Tax	1	\$ 420.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
<b>Parish Sales Tax</b>			
<input checked="" type="checkbox"/>	Zero Returns	1 (Receive)	\$ 0.00
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Debit	2 (Receive)	\$ 3,358.08
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Credit	1 (Receive)	\$ 30,937.50
<input checked="" type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	1 (Receive)	\$ 0.00
<input checked="" type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	1 (Receive)	\$ 311.85
<b>Hotel/Motel Sales Tax</b>			
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input checked="" type="checkbox"/>	Regular Returns w/ ACH Debit	1 (Receive)	\$ 420.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00

[Download All Selected Returns](#)

- Click **Download All Selected Returns**. The **Return Data Download** page appears with the batch of returns.

Signed in as **ADMIN** LOG OFF

**Return Data Download (XML)**

Click the button to download return data for the returns listed below. If the file was downloaded successfully, click the link to mark payments as downloaded.

Batch Sum(\$): 35,027.43

Return ID	File Date	Acct No	Company	Amount	File Period
130077	08/13/2008	Applied For	North Location	311.85	08/2008
130078	08/13/2008	Applied For	South Location	0.00	08/2008
130079	08/13/2008	Applied For	West Location	0.00	08/2008
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008
130081	08/13/2008	12345678	North Location	420.00	08/2008
130082	08/13/2008	12345678	Southwest	3019.50	08/2008
130083	08/13/2008	23456789	Northwest	338.58	08/2008

**STEP ONE**

[Download Return Data \(XML\)](#) ✓

[View/Print Batch Summary](#)

[View/Print Returns](#)

[View/Print Claim For Refund](#)

Effective Date:

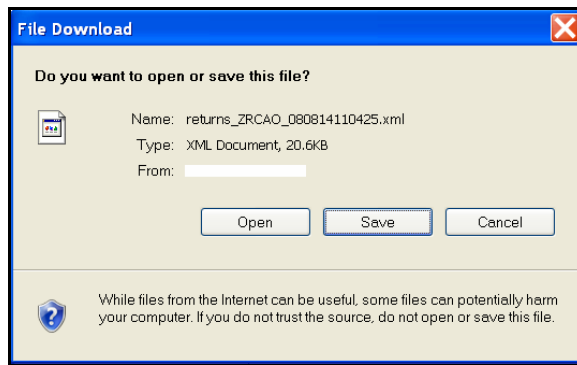
**STEP TWO**

[Download ACH Payment File \(NACHA\)](#) ✓

[Cancel](#)

- Click the **Download Return Data (XML)** button. A **File Download** prompt window appears.





6. Click **Save**. Save the file in an accessible and secure location.
7. The checkmark next to Step One appears green.

Signed in as **ADMIN** LOG OFF

**Return Data Download (XML)**

Click the button to download return data for the returns listed below. If the file was downloaded successfully, click the link to mark payments as downloaded.

**Batch Sum(\$): 35,027.43**

Return ID	File Date	Acct No	Company	Amount	File Period
130077	08/13/2008	Applied For	North Location	311.85	08/2008
130078	08/13/2008	Applied For	South Location	0.00	08/2008
130079	08/13/2008	Applied For	West Location	0.00	08/2008
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008
130081	08/13/2008	12345678	North Location	420.00	08/2008
130082	08/13/2008	12345678	Southwest	3019.50	08/2008
130083	08/13/2008	23456789	Northwest	338.58	08/2008

**STEP ONE**

Download Return Data (XML) ✓

View/Print Batch Summary

View/Print Returns

View/Print Claim For Refund

Effective Date: 8/14/2008

**STEP TWO**

Download ACH Payment File (NACHA) ✓

Cancel

8. See **Viewing/Printing: Batch Summary, Returns, Claim for Refund** or continue to **Downloading Payments**.

## Downloading Payments

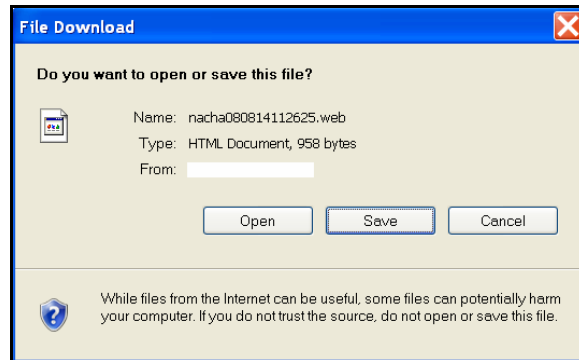
### ▼ To select the effective date:

9. The **Effective Date** represents the date the batch of return payments is transmitted to your bank. Contact your bank to confirm their processing hours. If the payment batch to be transmitted for the current business day cannot be processed select the next business day. The **Effective Date** cannot be a weekend or holiday.
10. Select the **Effective Date** from the drop-down menu.



▼ To download a payment or batch of payments:

11. Click the **Download ACH Payment File (NACHA)** button. A **File Download** prompt window appears.



12. Click **Save**. Save the file in an accessible and secure location.
13. The checkmark next to Step Two appears green. The Finish button next to Step Three appears.

Signed in as **ADMIN** LOG OFF

**Return Data Download (XML)**

Click the button to download return data for the returns listed below. If the file was downloaded successfully, click the link to mark payments as downloaded.

**Batch Sum(\$): 35,027.43**

Return ID	File Date	Acct No	Company	Amount	File Period
130077	08/13/2008	Applied For	North Location	311.85	08/2008
130078	08/13/2008	Applied For	South Location	0.00	08/2008
130079	08/13/2008	Applied For	West Location	0.00	08/2008
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008
130081	08/13/2008	12345678	North Location	420.00	08/2008
130082	08/13/2008	12345678	Southwest	3019.50	08/2008
130083	08/13/2008	23456789	Northwest	338.58	08/2008

**STEP ONE**

✓

Effective Date: 8/14/2008 ▼

**STEP TWO**

✓

**STEP THREE**

14. See **Viewing/Printing: Batch Summary, Returns, Claim for Refund**.



# Viewing/Printing: Batch Summary, Returns, Claim for Refund

▼ To view/print batch summary:

- Click the **View/Print Batch Summary** button. The **Batch Summary Report** page appears in a new window. Click the printer icon in the upper-left corner of the PDF file viewer or print using your web browser.

Batch Summary Report						
8/14/2008 11:07						
<b>Hotel/Motel Sales Tax</b>						
<div> <div>ACH Debit</div> <div>Regular</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130081	North Location	8/13/2008	8/31/2008	12345678	420.00	
ACH Debit SubTotal					\$420.00	
Total					\$420.00	
<b>Parish Sales Tax</b>						
<div> <div>ACH Credit</div> <div>Regular</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130080	East Location (Closed) (Closed)	8/13/2008	8/31/2008	Applied For	30937.50	
ACH Credit SubTotal					\$30,937.50	
<div> <div>ACH Debit</div> <div>Amended w/ D/C Memo</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130077	North Location	8/13/2008	8/31/2008	Applied For	311.85	
<div> <div>Regular</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130082	Southwest	8/13/2008	8/31/2008	12345678	3019.50	
130083	Northwest	8/13/2008	8/31/2008	23456789	338.58	
ACH Debit SubTotal					\$3,669.93	
<div> <div>Zero Return</div> <div>D/C Memo</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130078	South Location	8/13/2008	8/31/2008	Applied For	0.00	
<div> <div>Regular</div> </div>						
Rtn ID	Name	File Date	File Period	Account No.	Amount Due	
130079	West Location	8/13/2008	8/31/2008	Applied For	0.00	
Zero Return SubTotal					\$0.00	
8/14/2008 11:07						
Total					\$34,607.43	



▼ To view/print returns:

- Click the **View/Print Returns** button. The **Return** pages appear in a new window. Click the printer icon in the upper-left corner of the PDF file viewer or print using your web browser.

<b>REMIT ALL PAYMENTS TO:</b>		<b>SOUTH LOCATION</b>		<small>Provided by ParishE-File revenue.la.gov</small>	
FORWARD ALL OTHER CORRESPONDENCE TO: PARISH OF RAPIDES SALES & USE TAX DEPT. P.O. Box 871 • Alexandria, LA 71309 (504) 485-0246 FAX (504) 485-4332 E-mail: info@rst.org • www.rst.com		7117 Florida Blvd Suite 306 Baton Rouge LA, 70806 <b>Account No: Applied For</b>		<b>Confirmation #</b> SHJO7CSV4B	
				<b>Report Month:</b> Aug 2008 Monthly	
1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY, LEASES, RENTALS AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA.		1.		500.00	
<b>ALLOWABLE DEDUCTIONS</b>					
2. SALES FOR RESALE OR FURTHER PROCESSING (CERTIFICATE ON FILE)					
3. CASH DISCOUNTS, SALES RETURNS AND ALLOWANCES		600.00			
4. SALES DELIVERED OR SHIPPED OUTSIDE ACADIA PARISH					
5. SALES OF GASOLINE AND MOTOR FUELS					
6. SALES TO THE US GOVT, THE STATE OF LA, ITS POLITICAL SUBDIVISIONS					
7. SALES OF FOOD AND FOD FOR WITH USDA FOOD STAMPS OR WIC VOUCHERS					
8. OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)					
9.					
10.					
11. TOTAL ALLOWABLE DEDUCTIONS (LINE 2 THRU LINE 10)		11.		600.00	
12. ADJUSTED GROSS SALES (LINE 1 MINUS LINE 11)		12.		-100.00	
<b>TOTAL LOCAL RATE</b>		<b>A</b>		<b>5.00%</b>	
PARISH WIDE TAX →		<b>B</b>		<b>5.00%</b>	
PARISH WIDE TAX →		<b>C</b>		<b>4.50%</b>	
PARISH WIDE TAX →		<b>D</b>		<b>4.50%</b>	
PARISH WIDE TAX →		<b>E</b>		<b>5.00%</b>	
DISTRICT #8 TAX →		<b>F</b>		<b>4.00%</b>	
DISTRICT #8 TAX →		<b>G</b>		<b>4.00%</b>	
DISTRICT #8 TAX →		<b>H</b>		<b>3.50%</b>	
DISTRICT #8 TAX →		<b>I</b>		<b>3.00%</b>	
COMPUTATION OF SALES & USE TAX					
13. ADJUSTED GROSS SALES TOTAL OF COLUMNS		13.		-100.00	
14. PURCHASES SUBJECT TO USE TAX IN EACH JURISDICTION		14.		-100.00	
15. TOTAL (LINE 13 PLUS LINE 14)		15.		-100.00	
16. TAX DUE - Multiply line 15 by % shown in proper column		16.		-4.00	
17. EXCESS TAX COLLECTED		17.		-4.00	
18. TOTAL (LINE 16 PLUS LINE 17)		18.		-4.00	
19. Vendor's compensation 1% of line 18 Deductible only when payment not delinquent		19.		-4.00	
20. NET TAX DUE (LINE 18 MINUS LINE 19)		20.		-4.00	
21. Delinquent 5% of tax for each 30 days or fraction thereof PENALTY Delinquency not to exceed 25% of the aggregate		21.		-4.00	
22. INTEREST (16% per annum from date due until paid)		22.		-4.00	
23. TOTAL TAX, PENALTY AND INTEREST DUE		23.		-4.00	
24. TAX DEBIT OR CREDIT (AUTHORIZED REFUND MUST BE ATTACHED)		24.		-4.00	
25. TOTAL AMOUNT DUE (LINE 23 plus or minus line 24)		25.		-4.00	
26. REMITTANCE ATTACHED (Totals of cols. A, B, C, D, E, F, G, H & I)		26.		0	
I declare under the penalties for filing false reports that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete return. If the return is prepared by a person other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he has any knowledge. Returns by taxpayer previously registered by Acadia Parish, shall extend registration to all taxing jurisdictions.		<b>MAKE YOUR REMITTANCE PAYABLE TO:</b>		<b>Have you used the proper column?</b>	
\$20.00 CHARGE ON ALL "NSP" CHECKS		DATE: 8/13/2008		AUTHORIZED SIGNATURE: Salley O'Malley	
LA TAX IDENTIFICATION NO. Applied For		BUSINESS LOCATION		7117 Florida Blvd Suite 306 Baton Rouge LA, 70806	
PHONE NUMBER: 225-215-0100		REVIEWED BY:		Line 26	



▼ To view/print claim for refund (only for negative returns in a batch):

17. Click the **View/Print Claim for Refund** button. The **Negative Return** pages appear in a new window. Click the printer icon in the upper-left corner of the PDF file viewer or print using your web browser.

NEGATIVE Return

CLAIM FOR REFUND OF TAXES PAID

Parish Sales Tax

Taxpayer Name: South Location

Tax Account No: Applied For

Business Address: 7117 Florida Blvd Suite 308  
Baton Rouge LA 70806

Business Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-Mail: \_\_\_\_\_

File Period: 08/31/2008

Taxes Remitted: \$0.00

Refund Requested: \$4.00

Original Return ID: 130078

## Finishing Return and Payment Downloads

▼ To finish a return and payment download:

18. Click the **Finish** button next to Step Three. The **Downloads** page appears. The returns no longer appear in the Main Download Table.

Signed in as **ADMIN**
LOG OFF

	Name	No. Of Returns	Total Amount	New Registrations	Change Notifications
<input checked="" type="checkbox"/>	Parish Sales Tax	0	\$ 0.00	None	None
<input type="checkbox"/>	Hotel/Motel Sales Tax	0	\$ 0.00	3 (Receive)	1 (Receive)

	Name	No. Of Returns	Sub Amount
	<b>Parish Sales Tax</b>		
<input type="checkbox"/>	Zero Returns	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Debit	0	\$ 0.00
<input type="checkbox"/>	Regular Returns w/ ACH Credit	0	\$ 0.00
<input type="checkbox"/>	Other Returns (Credit/Debit Memos, Negative Returns)	0	\$ 0.00
<input type="checkbox"/>	Amended Returns (Zero/ACH Debit/ACH Credit)	0	\$ 0.00



# Viewing Returns

## ▼ To view a return:

1. Click **View Returns** on the menu bar. The **Filed Returns** page appears.

Signed in as **ADMIN** LOG OFF

### Filed Returns

Below is a list of filed returns. Certain columns can be sorted by clicking on the column header. To view more information for a specific return, click the ID number of that return. To view or download the actual printed return, click 'Report'.

Filter by File Period: 08/2008 Select Return Parish Sales Tax Download returns

Return ID	File Date	Acct No	Company	Amt.	Period	Confirm	Batch ID	View
130076	08/13/2008	Applied For	North Location	29.70	08/2008	MRESQ0C540	2	Report
130083	08/13/2008	23456789	Northwest	338.58	08/2008	3SD2KSG9J0	3	Report
130082	08/13/2008	12345678	Southwest	3019.50	08/2008	BWM8EW4YII	3	Report
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008	B5DWXC3AYR	3	Report
130079	08/13/2008	Applied For	West Location	0.00	08/2008	0OLWRJTMMO	3	Report
130078	08/13/2008	Applied For	South Location	0.00	08/2008	SHJO7CSV4B	3	Report
130077	08/13/2008	Applied For	North Location	311.85	08/2008	117PV49UY7	3	Report

2. In the **File Period** field, select a month/year from the drop-down menu. In the **Return** field, select a return from the drop-down menu. A table filtered by download month and return appears.
3. To sort the returns in the table, click on a column header.

Signed in as **ADMIN** LOG OFF

### Filed Returns

Below is a list of filed returns. Certain columns can be sorted by clicking on the column header. To view more information for a specific return, click the ID number of that return. To view or download the actual printed return, click 'Report'.

Filter by File Period: 08/2008 Select Return Parish Sales Tax Download returns

Return ID	File Date	Acct No	Company	Amt.	Period	Confirm	Batch ID	View
130082	08/13/2008	12345678	Southwest	3019.50	08/2008	BWM8EW4YII	3	Report
130083	08/13/2008	23456789	Northwest	338.58	08/2008	3SD2KSG9J0	3	Report
130076	08/13/2008	Applied For	North Location	29.70	08/2008	MRESQ0C540	2	Report
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008	B5DWXC3AYR	3	Report
130079	08/13/2008	Applied For	West Location	0.00	08/2008	0OLWRJTMMO	3	Report
130078	08/13/2008	Applied For	South Location	0.00	08/2008	SHJO7CSV4B	3	Report
130077	08/13/2008	Applied For	North Location	311.85	08/2008	117PV49UY7	3	Report

4. To view taxpayer, return, and payment information, click the **Return ID** in the row of the information you wish to view. See **Entering Comments (Private)**.



Signed in as **ADMIN**
LOG OFF

### Return Information

#### Taxpayer Information

Name: **Salley O'Malley**
Mailing Address: **7117 Florida Blvd  
Baton Rouge, LA 70806**

Company: **Southwest**
Business Address:

Account: **12345678**

Phone: **225-215-0100**

Fax:

Email: **a@salestaxonline.com**

#### Return Information

File Period: **August 2008**  
Amount Due: **\$3,019.50**  
File Date: **08/13/2008**  
Downloaded: **No**

#### Payment Information

Account Number: **\*\*\*\*\*9999**  
Routing Number:  
Address: **7117 Florida Blvd  
Suite 306  
Baton Rouge, LA 70806**

### Comments:

SAVE

BACK

Back to return list

5. To view the return, click **Report** in the row of the return you wish to view.

REMIT ALL PAYMENTS TO:
SOUTHWEST
7117 Florida Blvd  
Baton Rouge LA, 70806  
Account No: 12345678

Confirmation # **BWM8EW4YII**  
Report Month: **Aug 2008**  
Monthly

FORWARD ALL OTHER CORRESPONDENCE TO:  
PARISH OF RAPIDES SALES & USE TAX DEPT.  
P.O. Box 671 • MONROE, LA 70133  
(504) 445-2284 FAX (504) 449-4532  
E-mail: rdsales@laparish.gov

### SALES AND USE TAX REPORT

To avoid penalties your envelope must have an official postmark dated on or before the 20th following the period covered by the return.

PLEASE INDICATE ANY CHANGES BELOW:

DATE BUSINESS SOLD
NAME AND ADDRESS OF PURCHASER

DATE BUSINESS DISCONTINUED
BUSINESS LOCATION CHANGE

CHANGE IN NAME OF BUSINESS
MAILING ADDRESS CHANGE

1. GROSS SALES OF TANGIBLE PERSONAL PROPERTY, LEASES, RENTALS AND SERVICES AS REPORTED TO THE STATE OF LOUISIANA
1
75000.00

2. ALLOWABLE DEDUCTIONS
2
5000.00

3. CASH DISCOUNTS, SALES RETURNS AND ALLOWANCES
3

4. SALES DELIVERED OR SHIPPED OUTSIDE ACADIA PARISH
4

5. SALES OF GASOLINE AND MOTOR FUELS
5

6. SALES TO THE US GOVT., THE STATE OF LA, ITS POLITICAL SUBDIVISIONS
6

7. SALES OF FOOD PACK FOR WITH USDA FOOD STAMPS OR VEC VOUCHERS
7

8. OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)
8

9

10

11. TOTAL ALLOWABLE DEDUCTIONS (LINE 2 THRU LINE 10)
11
5000.00

12. ADJUSTED GROSS SALES (LINE 1 MINUS LINE 11)
12
70000.00

TOTAL LOCAL RATE
A
5.00%
B
5.00%
C
4.50%
D
4.50%
E
5.00%
F
4.00%
G
4.00%
H
3.50%
I
3.00%

COMPUTATION OF SALES & USE TAX

13. ADJUSTED GROSS SALES
13
30000.00

14. PURCHASES SUBJECT TO USE TAX (EXEMPT)
14

15. TOTAL (LINE 13 PLUS LINE 14)
15
30000.00

16. TAX DUE - multiply Line 15 by % shown in proper column
16
1500.00

17. EXCESS TAX COLLECTED
17

18. TOTAL (LINE 16 PLUS LINE 17)
18
1500.00

19. Vendor's compensation 1% of Line 18 (deductible only when document not returned)
19
15.00

20. NET TAX DUE (LINE 18 MINUS LINE 19)
20
1485.00

21. CERTIFICATES "one of tax" for each "factor" waiver
21

22. INTEREST (14% per annum from date due until paid)
22

23. TOTAL TAX, PENALTY AND INTEREST DUE
23
1485.00

24. TAX DEBIT OR CREDIT (Authorized return must be attached)
24

25. TOTAL AMOUNT DUE
25
1485.00

26. REMITTANCE ATTACHED (Totals of cols. A, B, C, D, E, F, G, H & I)
26
3019.50

LA TAX IDENTIFICATION NO.
BUSINESS LOCATION
7117 Florida Blvd  
Suite 306  
Baton Rouge LA, 70806

ALL "NSP" CHECKS
8/13/2008
Salley O'Malley
225-215-0100



# Chapter 6

## Viewing Batches

### Viewing Return Batches

▼ To view a batch of returns:

1. Click **View Batches** on the menu bar. The **Batch View** page appears.

Signed in as **ADMIN** [LOG OFF](#)

### Batch View

Each row below represents one batch of downloaded tax returns and payments. Click on any batch id to get more information about the returns in that batch.

☒ Tax Returns ☐ Registrations

Filter by Download Month:   **Sum Of Batches \$: 35,057.13**

Batch ID	Downloaded	Payment Total	Return Count	Return Filename (XML)	Payment Filename (NACHA)
3	08/14/2008 15:17:06	35,027.43	7	returns_ZRCAO_080814151706.xml	nacha080814151712.web
2	08/13/2008 15:40:02	29.70	1	returns_R_080813154002.xml	nacha080813154011.web

2. Click the circle marked **Tax Returns**. A table of batches appears.
3. In the **Download Month** field, select the month/year from the drop-down menu. In the next field, select the return from the drop-down menu. A table filtered by download month and return appears.
4. Click the **Batch ID** in the row you wish to view. A table with the returns in the batch appears.

Signed in as **ADMIN** [LOG OFF](#)

### Batch Information

Batch number: 3  
Debit total: **\$35,027.43**  
Return Data File (XML): **returns\_ZRCAO\_080814151706.xml**  
Payment Data File (NACHA): **nacha080814151712.web**  
Download Date: **08/14/2008 15:17:06**

[Print All Reports](#)

Return ID	File Date	Acct No	Company	Amt.	Period	Nacha File	View
130077	08/13/2008	Applied For	North Location	311.85	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130078	08/13/2008	Applied For	South Location	0.00	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130079	08/13/2008	Applied For	West Location	0.00	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130080	08/13/2008	Applied For	East Location (Closed) (Closed)	30937.50	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130081	08/13/2008	12345678	North Location	420.00	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130082	08/13/2008	12345678	Southwest	3019.50	08/2008	<a href="#">Download</a>	<a href="#">Report</a>
130083	08/13/2008	23456789	Northwest	338.58	08/2008	<a href="#">Download</a>	<a href="#">Report</a>



# Viewing Registration Batches

## ▼ To view a batch of registrations:

1. Click **View Batches** on the menu bar. The **Batch View** page appears.

Signed in as **ADMIN** LOG OFF

### Batch View

Each row below represents one batch of downloaded tax returns and payments. Click on any batch id to get more information about the returns in that batch.

☒ Tax Returns ☐ Registrations

Filter by Download Month: 08/2008 All Sum Of Batches \$: 35,057.13

Batch ID	Downloaded	Payment Total	Return Count	Return Filename (XML)	Payment Filename (NACHA)
3	08/14/2008 15:17:06	35,027.43	7	returns_ZRCAO_080814151706.xml	nacha080814151712.web
2	08/13/2008 15:40:02	29.70	1	returns_R_080813154002.xml	nacha080813154011.web

2. Click the circle marked **Registrations**. A table of batches appears.

Signed in as **ADMIN** LOG OFF

### Batch View

Each row below represents one batch of downloaded tax returns and payments. Click on any batch id to get more information about the returns in that batch.

☐ Tax Returns ☒ Registrations

Filter by Download Month: 08/2008 All Sum Of Batches \$: 0.00

Batch ID	Downloaded	Payment Total	Return Count	Return Filename (XML)	Payment Filename (NACHA)
2	08/14/2008 15:15:04	0.00	1	Printed	Not Applicable
1	08/14/2008 15:12:19	0.00	4	Printed	Not Applicable

3. In the **Download Month** field, select the month/year from the drop-down menu. In the next field, select the return from the drop-down menu. A table filtered by download month and return appears.
4. Click the **Batch ID** in the row you wish to view. A table with the registrations in the batch appears.

Signed in as **ADMIN** LOG OFF

### Batch Information

Batch number: **2**  
Debit total: **\$0.00**  
Return Data File (XML): **Printed**  
Payment Data File (NACHA): **Not Applicable**  
Download Date: **08/14/2008 15:15:04**

Print All Reports

File Date	Company	View
8/14/2008 9:37:15 AM	Ramware	<a href="#">Report</a>



# Chapter 7

## Searching

### Searching for Taxpayers

#### ▼ To search for a taxpayer:

1. Click **User Search** on the menu bar. The **Search** page appears with two fields.

Signed in as **ADMIN** **LOG OFF**

**Search**

**Last Name**  **Submit Search** **Print Selected** **Print All Taxpayers**

**User Name**  
Last Name  
E-Mail  
UserID  
Confirm #  
Company  
Account #

2. Select an option from the drop-down menu. Type in the field.
3. Click the **Submit Search** button. A table of Users appears.

Signed in as **ADMIN** **LOG OFF**

**Search**

**User Name**  **Submit Search** **Print Selected** **Print All Taxpayers**

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

4. Click **Select** in the row of the taxpayer you wish to search. A table of **Business Locations in Your Parish** appears.

Signed in as **ADMIN** **LOG OFF**

**Search** **ActionLog** **Returns**

**User Name**  **Submit Search** **Print Selected** **Print All Taxpayers**

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

**Business Locations in your Parish**  
(Select to narrow return listing)

	ID	Location Name	Return Name	Account Number	Block ACH Credit	Block Filing
Goto Returns	11	North Location	Hotel/Motel Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	11	North Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	15	Southwest	Parish Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	16	Northwest	Parish Sales Tax	23456789	<input type="checkbox"/>	<input type="checkbox"/>



# Searching the Action Log

## ▼ To search the action log:

1. First, search for a taxpayer. See **Searching for Taxpayers, Steps 1-3**.
2. Click **Select** in the row of the taxpayer whose Action Log you wish to search.
3. Click the tab labeled **Action Log**. The **Action Log** appears.

Signed in as **ADMIN** LOG OFF

ID	User Name	First Name	Last Name	Phone	E-Mail
9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

**Search** **ActionLog** **Returns**

Return ID:   Month:  ☒ Views ☒ Continues ☒ AddReturn  
☒ Account ☒ Create ☒ Delete

Action Description	Return ID	Name	Date Performed
Change user/company information	0		2008-08-13 16:27
Change user/company information	0		2008-08-13 16:27
Filing return with confirmation 3SD2KSG9J0	130083	Parish Sales Tax	2008-08-13 16:07
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 16:07
Add to Available Returns	0	Parish Sales Tax	2008-08-13 16:05
Filing return with confirmation BWMSEW4VII	130082	Parish Sales Tax	2008-08-13 16:04
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 16:03
Add to Available Returns	0	Parish Sales Tax	2008-08-13 16:03
Filing return with confirmation RH4UYJPJF22	130081	Hotel/Motel Sales Tax	2008-08-13 15:49
Creating new return for Hotel/Motel Sales Tax	0	Hotel/Motel Sales Tax	2008-08-13 15:48
Filing return with confirmation B5DWXC3AYR	130080	Parish Sales Tax	2008-08-13 15:47
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:47
Add payment account	0		2008-08-13 15:46
Add payment account	0		2008-08-13 15:46
Filing return with confirmation 00LWRJTMMO	130079	Parish Sales Tax	2008-08-13 15:45
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:44
Filing return with confirmation SHUO7CSV4B	130078	Parish Sales Tax	2008-08-13 15:44
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:43
Filing return with confirmation 117PV49UV7	130077	Parish Sales Tax	2008-08-13 15:41
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:40
Filing return with confirmation MRESQOC540	130076	Parish Sales Tax	2008-08-13 15:39
Adding payment account	130076	Parish Sales Tax	2008-08-13 15:39
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:39
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:38
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:38
Creating new return for Parish Sales Tax	0	Parish Sales Tax	2008-08-13 15:37
Creating new return for Hotel/Motel Sales Tax	0	Hotel/Motel Sales Tax	2008-08-13 09:33
Add to Available Returns	0	Hotel/Motel Sales Tax	2008-08-12 09:33
Change user/company information	0		2008-08-12 16:43

4. In the **Return ID** field, type the return ID. Click **Find** to filter the returns in the action log.
5. In the **Month** field, select a date from the drop-down menu to filter the date in the action log.
6. Click the checkboxes to filter the actions in the action log.

# Searching for Returns

## ▼ To search for a return:

1. First, search for a taxpayer. See **Searching for Taxpayers, Steps 1-3**.
2. Click **Select** in the row of the taxpayer whose Returns you wish to search.
3. Click the tab labeled **Returns**. The **Returns** table appears.



Signed in as **ADMIN** LOG OFF

ID	User Name	First Name	Last Name	Phone	E-Mail
9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

Return ID:  
 Confirmation #:  
 Filing Period:

ID	File Period	Name	Loc ID	Status	Amount Due	File Date	DL	Batch ID	Confirm #
130083	2008-08-31	Sales Tax	16	Received	338.58	2008-08-13	V	3	3SD2KS6930
130082	2008-08-31	Sales Tax	15	Received	3019.50	2008-08-13	V	3	BWM8EW4YII
130081	2008-08-31	Hotel/Motel Sales Tax	11	Received	420.00	2008-08-13	V	3	RH4UYJF22
130080	2008-08-31	Sales Tax	14	Received	30937.50	2008-08-13	V	3	B5DWXC3AYR
130079	2008-08-31	Sales Tax	13	Received	0.00	2008-08-13	V	3	OOLWRJTMMO
130078	2008-08-31	Sales Tax	12	Received	0.00	2008-08-13	V	3	SHJOTCSV4B
130077	2008-08-31	Sales Tax	11	Received	311.85	2008-08-13	V	3	I17PV49UY7
130076	2008-08-31	Sales Tax	11	Received	29.70	2008-08-13	V	2	MRESQ0C540

4. In the **Return ID** field, type the return ID. Click **Find** to filter the returns in the return table.
5. In the **Confirmation #** field, type the confirmation number. Click **Find** to filter the returns in the return table.
6. In the **Filing Period** field, select a filing period from the drop-down menu to filter the date in the return table.

## Searching Statistics

The statistics table displays monthly summaries of filed returns.

### ▼ To search statistics:

1. Click **Statistics** on the menu bar.
2. Select a **return** from the drop-down menu.
3. Select a **year** from the drop-down menu.
4. Select a **filter** from the drop-down menu. Statistics appear for the selected filters.

Signed in as **ADMIN** LOG OFF

Parish Sales Tax  2008  By Filing Period

Month	Returns >	Returns <=	All Returns	Total	Average
Aug 2008	5	2	7	\$34,637.13	\$4,948.16
<b>Yearly Totals</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>\$34,637.13</b>	<b>\$4,948.16</b>



## Chapter 8

# Customizing Your Account

---

### Editing Your Contact Information (Public)

Information in the top table is used to maintain your public contact information. This information can be seen by taxpayers and other taxing authorities. See **Additional Information Resources > Lookup**.

▼ **To edit your public contact information:**

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Contact Info** from the drop-down menu. The **Contact/User Information** page appears. Select a **User** from the drop-down menu.

Signed in as **ADMIN** LOG OFF

Contact/User Information for ADMIN (logged-in User)

**Tax Authority(s) Contact Information:** <Please Choose a Tax Authority>

Name:	<input type="text"/>	Phone:	<input type="text"/>
Agency:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	Fax:	<input type="text"/>
City:	<input type="text"/>	Contact:	<input type="text"/>
State:	<input type="text"/>	Email:	<input type="text"/>
Zip:	<input type="text"/>	Website:	<input type="text"/>

3. Select a **Taxing Authority** from the drop-down menu. Public contact information automatically fills the fields.
4. To edit, type in the fields.
5. Click the **Save** button at the bottom of the page.

### Editing Your Contact Information (Private)

Information in the bottom table is used to maintain your user account. This information cannot be seen by taxpayers.

▼ **To edit your private contact information:**

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Contact Info** from the drop-down menu. The **Contact/User Information** page appears. Select a **User** from the drop-down menu.



**User Contact Information:**

First Name:  (Enter your first name.)

Last Name:  (Enter your last name.)

Phone:  (Ex: 123-456-7890)

Fax:  (Ex: 123-456-7890)

Email:

---

**Mailing Address**

Line 1:

Line 2:

City:

State:

Zip:

Country:

**BACK SAVE CANCEL**

3. To edit, type in the fields.
4. Click the **Save** button.

## Retrieving a Forgotten Password

### ▼ To retrieve a forgotten password:

1. Below **Forgot your password?** on the homepage, click the **Click here** link.

**Forgot your password?**  
[Click here.](#)

**Not a member?**  
[Sign up now!](#) Registration is free and it only takes a minute.

[Practitioner Registration Click Here](#)

2. The **Forgot Your Password?** page appears.

**Forgot your password?**

We can send a new password to the email address associated with your ParishE-File user account. To receive your user name and new password, just enter your email address below and click the button.

Email Address:

User Name:

**Email New Password**

3. In the **Email Address** field, type the email address associated with the user account. In the **User Name** field, type your User Name.
4. Click the **Email New Password** link. The **Answer Your Secret Question** page appears.



5. In the **Secret Answer** field, type in the answer to your secret question.
6. Click the **Next** button. An email with a default password is sent to your email address. A link to sign in appears.

7. Click the link to sign in with your default password. See **Logging In – First Time**.

## Changing Your User Name

### ▼To change your user name:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Change Password** from the drop-down menu. The **Change Password or User Name** page appears.

3. In the **Current Password** field, type your current password.
4. In the **New User Name** field, type your new user name.
5. Click the **Save** button. A success message appears.

## Changing Your Password

### ▼To change your password:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Change Password** from the drop-down menu. The **Change Password or User Name** page appears.



Signed in as **ADMIN** LOG OFF

**Change Password or User Name**

Enter your **Current Password**:

\* This field required for all changes

Select which field(s) to edit from below:

Choose a **New Password**:

Confirm your **New Password**:

Enter **New User Name(Optional)**:

**SAVE** **CANCEL**

3. In the **Current Password** field, type your current password. In the **New Password** field, type your new password. In **Confirm New Password** field, type your new password again.

**Note:** Passwords must be at least six characters long, contain at least one number, and contain at least one capitalized letter.

4. Click the **Save** button. A success message appears.

## Viewing NACHA Information

Taxpayers who wish to make payments using ACH Credit have been instructed to call the parish office to retrieve the parish's bank account information. Provide taxpayers with the information in this table to allow them to initiate payment to your parish.

If this information is incorrect or outdated, please contact our office. See **Additional Information Resources**.

### ▼ To view NACHA Information:

Place your mouse-pointer over **Account Settings** on the menu bar.

Select **Nacha Info** from the drop-down menu. The **NACHA Account Admin** page appears.

Signed in as **ADMIN** LOG OFF

**NACHA Account Admin**

[View NACHA Setup](#)

Return	Bank	Originator ID	Authority Name	Federal Tax ID
Parish General Sales	Bank	0595	Parish	0595
Parish Food and Drug	Bank	0595	Parish	0595
Parish Hotel/Motel	Bank	0595	Parish	0595
Parish Airport Tax District	Bank	0595	Parish	0595



# Chapter 9

## Customizing Taxpayer and Parish Settings

---

### Blocking ACH Credit Payments

You can block a taxpayer from making ACH Credit payments from a location in your parish.

*Use this feature at your discretion. Blocking ACH credit payments and online filing may prevent taxpayers from making payment and from filing online returns on time.*

*It is the taxing authority or taxing authority representative's responsibility to inform taxpayers when they have been blocked from making ACH credit payments or from filing online returns.*

*ParishE-File.com does **not** notify taxpayers when they have been blocked from either of these features and does not assume responsibility penalties resulting from errors made by a taxing authority or taxpayer.*

#### ▼ To block a taxpayer from making ACH credit payments:

1. Click **User Search** on the menu bar. The **Search** page appears with two fields.

Signed in as **ADMIN** **LOG OFF**

**Search**

Last Name User Name Last Name E-Mail UserID Confirm # Company Account #

Submit Search Print Selected Print All Taxpayers

2. Select an option from the drop-down menu. Type in the field.
3. Click the **Submit Search** button. A table of Users appears.

Signed in as **ADMIN** **LOG OFF**

**Search**

User Name SalleyTest Submit Search Print Selected Print All Taxpayers

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

4. Click **Select** in the row of the taxpayer you wish to block. A table of **Business Locations in Your Parish** appears.



Signed in as **ADMIN** LOG OFF

Search   ActionLog   Returns

User Name: SalleyTest   Submit Search   Print Selected   Print All Taxpayers

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

Business Locations in your Parish  
(Select to narrow return listing)

	ID	Location Name	Return Name	Account Number	Block ACH Credit	Block Filing
Goto Returns	11	North Location	Hotel/Motel Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	11	North Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	15	Southwest	Parish Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	16	Northwest	Parish Sales Tax	23456789	<input type="checkbox"/>	<input type="checkbox"/>

- Click the checkbox labeled **Block Credit** in the row of the location you wish to block. Your changes have been saved.

Signed in as **ADMIN** LOG OFF

Search   ActionLog   Returns

User Name: SalleyTest   Submit Search   Print Selected   Print All Taxpayers

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

Business Locations in your Parish  
(Select to narrow return listing)

	ID	Location Name	Return Name	Account Number	Block ACH Credit	Block Filing
Goto Returns	11	North Location	Hotel/Motel Sales Tax	12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Goto Returns	11	North Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	15	Southwest	Parish Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	16	Northwest	Parish Sales Tax	23456789	<input type="checkbox"/>	<input type="checkbox"/>

## Blocking Online Filing

You can block a taxpayer from filing online returns for a location in your parish.

**Note:** Use this feature at your discretion. Blocking ACH credit payments and online filing may prevent taxpayers from making payment and from filing online returns on time.

*It is the taxing authority or taxing authority representative's responsibility to inform taxpayers when they have been blocked from making ACH credit payments or from filing online returns.*

*ParishE-File.com does **not** notify taxpayers when they have been blocked from either of these features and does not assume responsibility penalties resulting from errors made by a taxing authority or taxpayer.*



▼ **To block a taxpayer from filing returns online:**

1. Click **User Search** on the menu bar. The **Search** page appears with two fields.

2. Select an option from the drop-down menu. Type in the field.
3. Click the **Submit Search** button. A table of Users appears.

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

4. Click **Select** in the row of the taxpayer you wish to block. A table of **Business Locations in Your Parish** appears.

	ID	Location Name	Return Name	Account Number	Block ACH Credit	Block Filing
Goto Returns	11	North Location	Hotel/Motel Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	11	North Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	15	Southwest	Parish Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	16	Northwest	Parish Sales Tax	23456789	<input type="checkbox"/>	<input type="checkbox"/>

5. Click the checkbox labeled **Block Filing** in the row of the location you wish to block. Your changes have been saved.



Signed in as **ADMIN** LOG OFF

[Search](#) | [ActionLog](#) | [Returns](#)

User Name:

Please Select the User you wish to view:

	ID	User Name	First Name	Last Name	Phone	E-Mail
Select	9608	SalleyTest	Salley	O'Malley	225-215-0100	a@salestaxonline.com

Business Locations in your Parish  
(Select to narrow return listing)

	ID	Location Name	Return Name	Account Number	Block ACH Credit	Block Filing
Goto Returns	11	North Location	Hotel/Motel Sales Tax	12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Goto Returns	11	North Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	13	West Location	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	14	East Location (Closed) (Closed)	Parish Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	12	South Location	Hotel/Motel Sales Tax	Applied For	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	15	Southwest	Parish Sales Tax	12345678	<input type="checkbox"/>	<input type="checkbox"/>
Goto Returns	16	Northwest	Parish Sales Tax	23456789	<input type="checkbox"/>	<input type="checkbox"/>

## Entering Comments (Private)

Taxing authorities can type comments about a return. To access the comment box, see [Viewing Returns](#) or [Searching for Taxpayers](#).

### ▼ To enter private comments about a return:

1. Type in the **Comments** field. Click the **Save** button to save your comments. A symbol appears in the return list indicating that a comment has been entered.

Signed in as **ADMIN** LOG OFF

---

**Return Information**

**Taxpayer Information**

Name: **Salley O'Malley**      Mailing Address: **7117 Florida Blvd**  
 Company: **Southwest**      **Baton Rouge, LA 70806**  
 Account: **12345678**      Business Address:  
 Phone: **225-215-0100**  
 Fax:  
 Email: [a@salestaxonline.com](mailto:a@salestaxonline.com)

**Return Information**      **Payment Information**  
 File Period: **August 2008**      Account Number: **\*\*\*\*\*9999**  
 Amount Due: **\$3,019.50**      Routing Number:  
 File Date: **08/13/2008**      Address: **7117 Florida Blvd**  
 Downloaded: **No**      **Suite 306**  
    **Baton Rouge, LA 70806**

**Comments:**

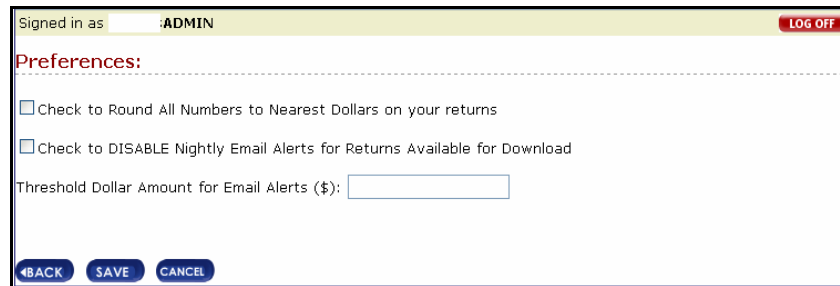
Back to return list



## Setting Filing Preferences

### ▼ To set filing preferences:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Filing Preferences** from the drop-down menu. The **Preferences** page appears.



Signed in as ADMIN LOG OFF

**Preferences:**

☐ Check to Round All Numbers to Nearest Dollars on your returns

☐ Check to DISABLE Nightly Email Alerts for Returns Available for Download

Threshold Dollar Amount for Email Alerts (\$):

BACK SAVE CANCEL

3. Click the checkbox marked **Round All Numbers** to round all numbers on your returns to the nearest dollar.
4. Click the checkbox marked **Disable Nightly Email Alerts** to stop the system from emailing you about returns available for downloading.
5. Or, set a threshold dollar amount for the nightly email alerts. Only emails with dollar amounts at or above the threshold you have set will be sent.
6. Click **Save**.

## Managing Filing Holidays

The Filing Holiday Calendar allows you to set filing holidays in your parish.

Holidays that are set by the system, the Louisiana Department of Revenue, or the United States Postal Service have already been set and cannot be removed.

**Note:** You cannot remove a holiday if it occurs within 30 days from the current date. Contact technical support.

### ▼ To set a filing holiday:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Holiday Calendar** from the drop-down menu. The **Find Date for Filing Holiday** page appears.



Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

**CANCEL** **SAVE**

3. Select a parish from the drop-down menu. The calendar for the current month appears with the current date highlighted in light orange.
4. Use the arrows at the top of the calendar to view other months.
5. Click the date you want to set as a filing holiday. The date appears light purple. A confirmation message appears.

Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Click the checkbox if you want to make **Friday, 19 September 2008** into a filing holiday, then click the **SAVE** button to save your information. To undo a filing holiday, uncheck the checkbox below and click **SAVE**. If the Holiday you are selecting is within 30 days then you cannot remove it without contacting technical support.

Please note that some holidays are already set up as filing holidays in the system. You cannot remove system holidays that are set by the LDR or post office.

☒ **This IS a filing holiday**

**CANCEL** **SAVE**

6. Click the checkbox marked **This IS a Filing Holiday**.
7. Click **Save**. The date appears dark orange.



Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish ▼

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

CANCEL SAVE

▼ To remove a filing holiday:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Holiday Calendar** from the drop-down menu. The **Find Date for Filing Holiday** page appears.

Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish ▼

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

CANCEL SAVE

3. Select a parish from the drop-down menu. The calendar for the current month appears with the current date highlighted in light orange. Filing holidays are highlighted in dark orange.
4. Use the arrows at the top of the calendar to view other months.
5. Click the date you wish to remove as a filing holiday. A confirmation message appears.



Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish ▼

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Click the checkbox if you want to make Friday, 19 September 2008 into a filing holiday, then click the SAVE button to save your information. To undo a filing holiday, uncheck the checkbox below and click SAVE. If the Holiday you are selecting is within 30 days then you cannot remove it without contacting technical support.

Please note that some holidays are already set up as filing holidays in the system. You can not remove system holidays that are set by the LDR or post office.

☒ This IS a filing holiday

CANCEL SAVE

6. Click the checkbox marked **This IS a Filing Holiday** so that it is no longer checked.

Signed in as **ADMIN** LOG OFF

### Find Date for Filing Holiday Settings

Parish ▼

< September 2008 >						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Click the checkbox if you want to make Friday, 19 September 2008 into a filing holiday, then click the SAVE button to save your information. To undo a filing holiday, uncheck the checkbox below and click SAVE. If the Holiday you are selecting is within 30 days then you cannot remove it without contacting technical support.

Please note that some holidays are already set up as filing holidays in the system. You can not remove system holidays that are set by the LDR or post office.

☐ This IS a filing holiday

CANCEL SAVE

7. Click **Save**. The date appears light purple.



# Managing Tax Rates

## ▼ To view a current tax rate:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Update Rates** from the drop-down menu. The **Rate Information Table** appears.

Pending Approval	Col #	Col Let	Line 1 Desc	Line 2 Desc	Line 3 Desc	Line 4 Desc	Tax Rate	Rate 2	Rate 3	V.C.	Delq.	Int.
No	1	A	Parishwide				4.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	2	B	City of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	3	C	Town of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	4	D	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	5	E	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %

\*Rate 2 and Rate 3 are tied to the available special exemption lines 16a/16c (16b/16d are the calculated results of a/c)

**EDIT** **CANCEL**

3. Select a return from the drop-down menu to view rates for that return.

## ▼ To edit a tax rate:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Update Rates** from the drop-down menu. The **Rate Information Table** appears.

Pending Approval	Col #	Col Let	Line 1 Desc	Line 2 Desc	Line 3 Desc	Line 4 Desc	Tax Rate	Rate 2	Rate 3	V.C.	Delq.	Int.
No	1	A	Parishwide				4.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	2	B	City of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	3	C	Town of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	4	D	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
No	5	E	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %

\*Rate 2 and Rate 3 are tied to the available special exemption lines 16a/16c (16b/16d are the calculated results of a/c)

**EDIT** **CANCEL**

3. Select a **Return** from the drop-down menu to view rates for that return.
4. The **Rate Effective Date** field is the first month of the next quarter.
5. Click the **Edit** button. The page refreshes and text fields appear.

Col #	Col Let	Line 1 Desc	Line 2 Desc	Line 3 Desc	Line 4 Desc	Tax Rate	Rate 2	Rate 3	V.C.	Delq.	Int.
1	A	Parishwide				4.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
2	B	City of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
3	C	Town of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
4	D	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
5	E	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %

\*Rate 2 and Rate 3 are tied to the available special exemption lines 16a/16c (16b/16d are the calculated results of a/c)

By checking the accept box below and submitting the above changes, you are acknowledging that these rates will be legally binding and that you will send a copy of the print out or another written notice to the Department of Revenue in a certified letter.

☐ Accept

**SAVE** **CANCEL**

6. Type in the fields you wish to edit. **Include the % symbol** after typing in an edited tax rate. Type 5.5%, for example, not 5.5.
7. Read the Agreement. Click the checkbox labeled **Accept**.



8. Click **Save**. A success message appears.

Signed in as: **admin** LOG OFF

---

**Rate Information:**

Choose Tax Return to Update: Parish ▼

Rate Effective Date: October 2008 ▼

Pending Approval	Col #	Col Let	Line 1 Desc	Line 2 Desc	Line 3 Desc	Line 4 Desc	Tax Rate	Rate 2	Rate 3	V.C.	Delq.	Int.
Yes	1	A	Parishwide				4.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
Yes	2	B	City of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
Yes	3	C	Town of				5.500 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
Yes	4	D	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %
Yes	5	E	Town of				5.000 %	0.000 %	0.000 %	2.000 %	5.000 %	1.250 %

\*Rate 2 and Rate 3 are tied to the available special exemption lines 16a/16c (16b/16d are the calculated results of a/c)

Your rates have been successfully changed

To print a rate change notification form [Click Here](#)

EDIT
CANCEL

9. To print a **Rate Change Notification** form, click the link **Click Here**. A **Rate Change Notification** form opens in a new window.

**Rates Effective Starting: 10/1/2008 12:00:00 AM**

Col #	Letter	Line 1 Desc	Line 2 Desc	Line 3 Desc	Line 4 Desc	Rate	Rate 2	Rate 3	VC	Rate	Int	Rate	Delq.
1	A	Parishwide				4.500%	0.000%	0.000%	2.000%	1.250%	5.000%		
2	B	City of				5.500%	0.000%	0.000%	2.000%	1.250%	5.000%		
3	C	Town of				5.500%	0.000%	0.000%	2.000%	1.250%	5.000%		
4	D	Town of				5.000%	0.000%	0.000%	2.000%	1.250%	5.000%		
5	E	Town of				5.000%	0.000%	0.000%	2.000%	1.250%	5.000%		

I, \_\_\_\_\_, hereby certify that the above rates are accurate. By submitting this form, I acknowledge that the above rates are legally binding starting on the period stipulated and effective until a new rate change form is submitted.

\_\_\_\_\_  
Tax Administrator's Signature

\_\_\_\_\_  
Date

Print this form by clicking the printer icon in the upper-left corner in the PDF file viewer or print normally using your web browser.

10. **Note:** You must sign, date, and mail this form to Louisiana Department of Revenue at least 30 days prior to the beginning of the quarter for the rate change to take effect.

**Mail to:**

Louisiana Department of Revenue  
 Attn: Debra Guillory  
 P. O. Box 4849  
 Baton Rouge, LA 70821-4849



# Chapter 10

## Managing Clerical Users

---

### Creating Clerical Users

▼ To create a new clerical user:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **New Clerical User** from the drop-down menu. The **New Tax Authority Clerical Account** appears.

Signed in as **admin** **LOG OFF**

### New Tax Authority Clerical Account

To create clerical users that can download returns or payment (NACHA) files, complete the following information and set up a user name and password.

Any personal information collected is used within ParishE-File.revenue.la.gov to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

**Type of Account:** Clerical 1 - Download Return Batches Only (select the correct Account Type.)

**First Name:**  (Enter your first name.)

**Last Name:**  (Enter your last name.)

**Agency:**  (Enter the name of clerical user's tax agency or office.)

**Phone:**  (Ex: 123-456-7890)

**Fax:**  (Ex: 123-456-7890)

**Email:**

---

**Username:**

**Password:**

**Re-enter Password:**

**BACK** **NEXT** **CANCEL**

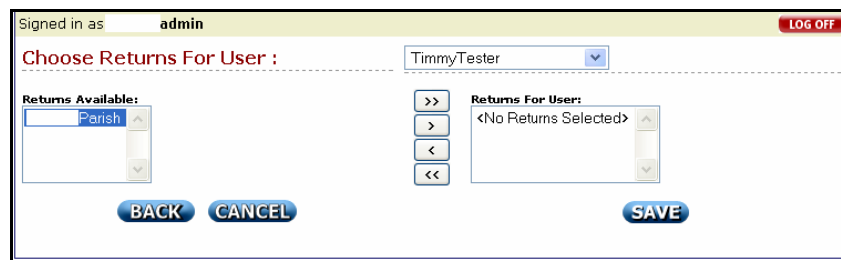
3. In the **Type of Account** field, select the type of clerical account from the drop-down menu. Clerical users must be created in pairs.
4. Type the contact information for the new user.
5. In the **User Name** field, type a user name for the clerical users.
6. In the **Password** field, type a password. In the **Re-Enter Password** field, type the password again.
7. Click the **Next** button. The **Choose Returns for User** page appears. See **Assigning Clerical User Locations, Steps 3-6**.



## Assigning Clerical User Returns

### ▼ To assign a clerical user return:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Manage Clerical Users** from the drop-down menu. The **Choose Returns for User** page appears.
3. Select a user from the drop-down menu. Available returns for that user appear in the box marked **Returns Available**.



Signed in as **admin** LOG OFF

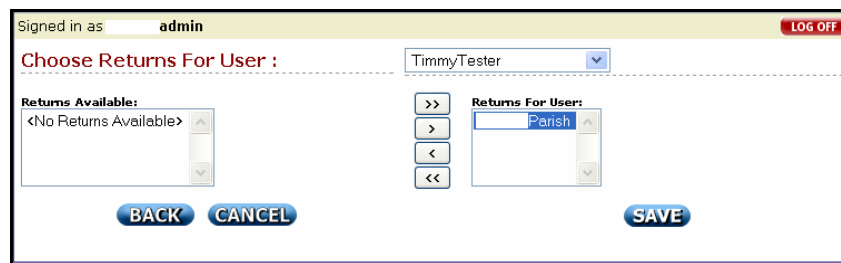
**Choose Returns For User :** TimmyTester

**Returns Available:** Parish

**Returns For User:** <No Returns Selected>

**BACK** **CANCEL** **SAVE**

4. To assign a return to the selected user, click on an available return. Click the **>** arrow to move the return to the box labeled **Returns for User**.



Signed in as **admin** LOG OFF

**Choose Returns For User :** TimmyTester

**Returns Available:** <No Returns Available>

**Returns For User:** Parish

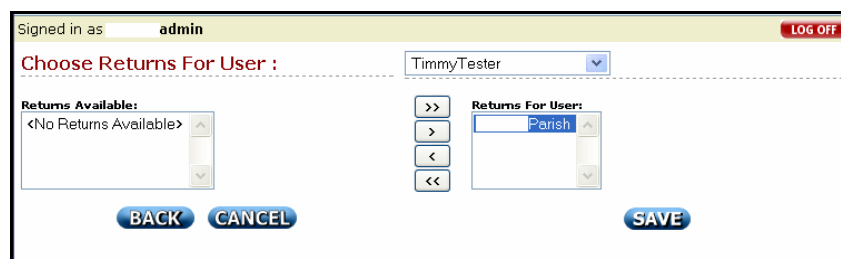
**BACK** **CANCEL** **SAVE**

5. To assign all returns to a user, click the **>>** arrows. All returns appear in the box marked **Returns for User**.
6. Click **Save**. A success message appears.

## Un-Assigning Clerical User Returns

### ▼ To un-assign a clerical user returns:

1. Place your mouse-pointer over **Account Settings** on the menu bar.
2. Select **Manage Clerical Users** from the drop-down menu. The **Choose Returns for User** page appears.
3. Select a user from the drop-down menu. Returns for that user appear in the box marked **Returns for User**.



Signed in as **admin** LOG OFF

**Choose Returns For User :** TimmyTester

**Returns Available:** <No Returns Available>

**Returns For User:** Parish

**BACK** **CANCEL** **SAVE**



4. To un-assign a return from the selected user, click on a return. Click the < arrow to move the return to the box labeled **Returns Available**.

Signed in as **admin** LOG OFF

**Choose Returns For User :** TimmyTester

**Returns Available:**

- Parish

**Returns For User:**

<No Returns Selected>

**BACK CANCEL SAVE**

5. To assign all returns to a user, click the << arrows. All returns appear in the box marked **Returns Available**.
6. Click **Save**. A success message appears.